

2

Senate Livestock, Agriculture, and Irrigation Committee

Proposed Rules of Procedure - 2013

SENATE AGRICULTURE

EXHIBIT NO. 2

DATE 1/10/13

BILL NO. _____

I. Public Hearings on Proposed Legislation

A. Hearing Process

1. At the time set for hearing, the Presiding Officer will recognize the sponsor of the bill who will open the presentation.
2. Proponents of the bill will present testimony.
3. Opponents of the bill will present testimony.
4. Informational witnesses will present testimony.
5. Committee members will ask questions of those who testified. All questions will be directed through the Presiding Officer.
6. All discussion will begin and end at the direction of the Presiding Officer.
7. The sponsor of the bill will close the presentation following questions from the committee.

B. Procedures for Witnesses

1. All witnesses must sign the witness sheet before presenting testimony.
2. Proponents and opponents should try to state new points of testimony only. Witnesses who agree with points already made should state their agreement with the position.
3. Witnesses presenting testimony should remain in the room to answer any questions from committee members until the hearing is closed.
4. Written copies of testimony presented by a witness may also be submitted for the permanent committee record.

C. General Guidelines

1. Everyone will act and be treated in a courteous manner.
2. The Presiding Officer shall maintain order within the committee room and the environs during all committee meetings.
3. Suggested amendments to bills should be presented in writing.
4. Cell phones must be turned off, except in cases of urgency.
5. The use of cameras, television, radio, or video taping equipment is allowed. The Presiding Officer may designate areas appropriate for use.
6. Testimony requiring the use of video, audio, or other equipment may be permitted at the discretion of the Presiding Officer if arrangements are made in advance.
7. Absentee video or audio testimony may not be permitted subject to the discretion of the Presiding Officer.

II. Executive Session

- A. In general, executive session will not be held the same day as the public hearing on the bill, unless the bill is noncontroversial.
- B. Executive sessions are open to the public, but discussion is limited to committee members. Members of the public may be asked questions by committee members at the discretion of the Presiding Officer.
- C. Absentee voting by committee members is permitted in writing through the use of a standard form.
- D. Motions by committee members do not require a second.

III. Amendments

- A. Amendments to be presented to the committee for consideration during executive session must be moved by a committee member, including amendments proposed by a sponsor.
- B. All amendments must be submitted in writing to the committee staff at least one day prior to executive action on a bill. A simple amendment may be considered on shorter notice at the discretion of the Presiding Officer. For example, a change in a single date or number could be an amendment not presented in writing.
- C. Only members of the committee may move amendments to a bill while the bill is in the committee.

IV. Proxies

The committee is to decide how to handle proxies and how much information is to be submitted on a proxy form.